



POSITION TITLE: Deputy City Secretary

DEPARTMENT: City Secretary's Office

REPORTS TO: City Secretary

SALARY RANGE: \$69,001.84 - \$103,502.77

JOB CODE: 636

PAY GRADE: 14

FLSA: Non-exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

POSITION SUMMARY

Under direction of the City Secretary is responsible for assisting in the coordination of City Council packets, city records, elections, and alcohol permits. Assisting in researching questions and providing information to City Council, city staff and citizens. Serves as the acting City Secretary in the City Secretary's absence. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

The Deputy City Secretary performs highly responsible and professional work involving City Council and boards and commissions, municipal elections, official records, public information, legal notices, statutory compliance, and other functions of the City Secretary's Office. The position exercises independent judgment, conducts research and analysis, interprets and applies applicable laws, policies, and procedures, and coordinates with elected officials, executive management, City departments, attorneys, governmental agencies, and members of the public. The Deputy City Secretary assists with records management and Public Information Act requests as needed. The position may attend evening meetings as assigned and perform other related duties.

Responsible for posting agendas and legal notices. Assists in the preparation of City Council agendas and packets; assists in the preparation of City Council minutes to include preparation, proof reading and copying. Assist with planning, coordination, and administration of city elections. Enters City Council agendas in the system and revise as needed. Prepares items for entry to the City Website. Set up Council Chambers and meeting rooms for scheduled meetings. Responsible for answering telephones, greet and assist citizens and others to the city. May assist with annual budget; create forms and brochures. Responsible for training all regular users of CivicClerk and coordinate with all the departments input agenda items into CivicClerk, in a timely manner.

Sets up file folders, copies and distributes contracts, minutes, ordinances, resolutions and correspondence. Coordinate the timely filing and recording of documents with the appropriate county or governmental entity. Forward legal notices to newspaper for publication. Provides information to the general public on boards and commissions applications, voter registration cards, etc. Maintains city records to include cataloging, transport to storage, retrieval of documents, destruction schedules.

Performs other duties as assigned. Regular, reliable, and non-disruptive attendance is an essential function of this position, as is the ability to create and maintain professional, harmonious working relationships with others.

EDUCATION AND EXPERIENCE

High school diploma or GED required. Associate degree or bachelor's degree preferred in public administration, political science, business administration, information management, library science, or a related field. Texas Registered Municipal Clerk (TRMC) certification required and must be maintained throughout employment. Consideration may be given to candidates actively enrolled in an approved certification program with demonstrated progress toward completion. Notary Public commission required or must obtain within twelve months of appointment. Texas Public Information Act Training Certificate required or must obtain within 90 days of appointment. Valid Texas Class C driver's license required. Five (5) years of progressively responsible professional or administrative experience in municipal government or a similar governmental organization, including experience in one or more areas such as city secretary/municipal clerk operations, municipal elections, public information, records management, boards and commissions, or related governmental administration. Experience supporting or administering City Council, board, commission, or other governmental meetings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Texas Open Meetings Act, Texas Public Information Act, Texas Election Code and Texas local government records retention schedules and requirements. Ability to work independently and schedule priorities. ability to deal with Council, city staff and the general public. Ability to be organized and flexible in accomplishing work and establishing priorities. Must possess ability to multi-task. Ability to type 60 WPM with accuracy. Knowledge of basic business practice i.e. correspondence and memos. Ability to read and understand laws, policies and procedures. Knowledge of basic accounting skills. Knowledge of and ability to use various software programs such as CivicClerk, JustFOIA, Word, Excel, etc. Knowledge of standard office practice and records retention policies and procedures.

Must be able to maintain effective working relationships with city staff, council and general public. Ability to work with difficult people.

OTHER REQUIREMENTS

Valid driver's license required. Must have and maintain a good driving record in accordance with the driving standards as established by the City of Rowlett. Must report all traffic citations to his/her departmental Director or his/her designee within two working days of receipt.

Ability to work nights, weekends and special events as required.

WORKING CONDITIONS

Retrieve, transport, organize, and store records, which may require climbing a ladder and lifting, pushing, and/or pulling records storage boxes weighing up to 25 pounds. Sit for extended periods while performing job functions. Attend evening meetings and occasional events outside normal business hours as required.